



Marion County
OREGON

Public Works Land Development Engineering & Permits
5155 Silverton Rd NE
Salem, OR 97305
(503) 584-7714
<http://co.marion.or.us/PW/Engineering/>

LDEP
Application Cover
Sheet

Marion County Land Development Engineering & Permits (LDEP) Application Cover Sheet

Application Instructions:

- Sections 1, 2, 3, and 6 are required for all applications. Section 4 is only needed if applicable.
- Sections 5, 7, 8, 9, 10, 11, and/or 12 are to be completed as instructed by Section 6.
- Signature and date are required on the last page, complete the fee summary table if applicable.
- Email digital applications and site plans to MCLDEP@co.marion.or.us

Note: A site plan is *required* for all applications (except Annual Blanket applications).

Permit Applying for	Minimum Sections Required	Fee	
Work in Right-of-Way	1, 2, 3, 5, 6, 7	\$100.00	
Major Construction	1, 2, 3, 5, 6, 7	1% of Engineer's Estimate + Pre-Review Plan Check of 0.5% of Engineer's Estimate + Post-Review Plan Check of 0.25% of Engineer's Estimate	
Erosion Prevention and Sediment Control	1, 2, 3, 6, 8	\$150.00	
Access (Driveway)	1, 2, 3, 6, 9	\$50.00	
On-site Stormwater	1, 2, 3, 6, 10	\$100.00	
Event and/or Road Closure	1, 2, 3, 6, 11	Social Activity/Road Closure	\$150.00
		Commercial Activity – Up to 2 Days	\$500.00
		Commercial Activity – 2 Days or More	\$1,000.00
PUC Work in Right-of-Way	1, 2, 3, 6, 12	\$0	
Annual Blanket	1, 2, 3, 5, 6, possibly 7	\$100.00, \$0 for Public Utility Company	
Plan Review ONLY	1, 2, 3, 6	0.5% of Engineer's Estimate	



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For Internal Use Only

Record Number: _____

Date App Received: _____

General Land
Development and
Event Permit
Application

Instructions:

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- Signature and date are required on the last page, complete the fee summary table if applicable.
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Note: A site plan is *required* for all applications (except Annual Blanket applications).

1. Project/Event Information (Required)	
Project/Event Name:	
Detailed Description of Work/Event:	
Worksite/Event Address:	
Affected/Fronting Parcel or Tax lot #:	
Notes:	<ul style="list-style-type: none"> • Parcel or Tax lot numbers appear like 072W08D000300. Refer to the Marion County GIS Program for assistance. • A matching parcel number and address is required as a matter of permit traceability, even for work exclusively in public right-of-way. • If multiple locations are involved identify a primary and list only ONE parcel number and address per application.
Associated Land Use Case(s) – If Applicable:	

2. Property Owner Information (Required)	
<ul style="list-style-type: none"> • For work exclusively within right-of-way provide the information of the affected/fronting property owner. • Enter Customer’s information if work is for a customer and is connecting to private property. 	
First and Last Name:	
Mailing Address:	
E-mail:	
Primary Phone:	

3. Applicant Information (Required) – If PUC enter PUC info		<input type="checkbox"/> Check if same as Owner
First and Last Name:		
Organization Name:		
Mailing Address:		
E-mail:		
Primary Phone:		

4. Agent for Applicant Information (If Applicable)		<input type="checkbox"/> Check if same as Owner	<input type="checkbox"/> Check if same as Professional (Section 5)
<ul style="list-style-type: none"> • An “Agent” is an Applicant’s designated representative 			
First and Last Name:			
Organization Name:			
Mailing Address:			
E-mail:			
Primary Phone:			

5. Licensed Professional Information (If Applicable)			
Note for PUCs: If using subcontractor, enter subcontractor info. If not, enter PUC info.			
If more than one contractor will be used, complete the form linked below and include it with your application:			
<input type="checkbox"/> Licensed Professional Information for Projects with Multiple Contractors Attached.			
License Type:		Business Name:	
License #:		E-mail:	
First and Last Name:		Emergency Phone:	
Mailing Address:			
Contractor Certificate of Insurance and Additional Insured Endorsement Required. See Marion County Insurance Requirements .			

6. General Information (Required) – Check all that apply	
<input type="checkbox"/> Includes Working in the Right-of-Way → Complete Section 7 Below and Section 5 Above <ul style="list-style-type: none"> • Includes Sidewalk/Roadcuts, Stormwater Drainage, Private Utility work, Major Construction • Check if applying for Annual Blanket Work in Right-of-Way Permit 	
<input type="checkbox"/> Includes Erosion/Sediment Control → Complete Section 8 Below <ul style="list-style-type: none"> • Includes Erosion Prevention and Sediment Control in area(s) under County jurisdiction 	
<input type="checkbox"/> Includes Access (Driveway) Work → Complete Section 9 Below <ul style="list-style-type: none"> • Rural: Typically includes any access work within the first 20' of edge of roadway • Urban: Typically includes any access work between road and back of sidewalk 	
<input type="checkbox"/> Includes On-site Stormwater → Complete Section 10 Below	
<input type="checkbox"/> Is for an Event and/or Road Closure → Complete Section 11 Below	
<input type="checkbox"/> Is Public Utility Company (PUC) Work → Complete Section 12 Below and Section 5 Above	
<input type="checkbox"/> Plan Check ONLY → No additional sections required. Fee: 0.5% of Engineer's Estimate	

7. Work in the Right-of-Way Application Specific Information			
Required if "Includes Working in the Right-of-Way" is Checked in Section 6			
As applicable to the proposed work, these items may be required for an application to be deemed "Complete".		<input type="checkbox"/> Construction Plans <input type="checkbox"/> Proposed Work Schedule <input type="checkbox"/> Cost Estimate <input type="checkbox"/> Contractor Certificate of Insurance and Endorsement <input type="checkbox"/> Traffic Control Plan <input type="checkbox"/> Proposed After Hours Site Safety Plan	
Note: Not all applications will require all these items.			
Additional Major Construction Application Specific Information			
<input type="checkbox"/> Financial Guarantee	Rural: 125% of Eng's Est. Urban: 100% of Eng's Est.	Amount:	Type:
<input type="checkbox"/> Utility Coordination Verification			
Additional Private Utility Application Specific Information			
O.U.N.C. District Code Number:			

8. Erosion/Sediment Control Application Specific Information	
Required if "Includes Erosion/Sediment Control" is Checked in Section 6	
Required for application to be deemed "Complete":	<input type="checkbox"/> Erosion Prevention and Sediment Control Plan <input type="checkbox"/> Proposed Work Schedule
Area to be Disturbed (square feet):	
Building Permit # - If Applicable:	

9. Access (Driveway) Application Specific Information <i>Required if "Includes Access (Driveway) Work" is Checked in Section 6</i>	
Required for application to be deemed "Complete":	<input type="checkbox"/> Site Plan or Sketch
Proposed Use of Access:	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Field <input type="checkbox"/> Farming <input type="checkbox"/> Other, explain:
Access is to Be (Check all that apply):	<input type="checkbox"/> Constructed (new) <input type="checkbox"/> Modified (existing, extending culvert, paving, etc.) <input type="checkbox"/> Change in Use (existing) from <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Farming <input type="checkbox"/> Other, explain: to <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Farming <input type="checkbox"/> Other, explain: <input type="checkbox"/> Other (Hardships, etc.):
Type of Surface Proposed:	<input type="checkbox"/> Concrete (curbed street) <input type="checkbox"/> Asphalt <input type="checkbox"/> Gravel

10. On-site Stormwater Application Specific Information <i>Required if "Includes On-site Stormwater" is Checked in Section 6</i>	
Required for application to be deemed "Complete":	<input type="checkbox"/> Construction Plans
Building Inspection Plumbing Permit # - If Applicable:	
Building Inspection Structural Permit # - If Applicable:	

11. Event and/or Road Closure Application Specific Information <i>Required if "Is for an Event and/or Road Closure" is Checked in Section 6</i>			
Required for application to be deemed "Complete":		<input type="checkbox"/> Certificate of Insurance and Additional Insured Endorsement Attached	
Start Date:		End Date:	
Start Time:		End Time:	
Start Location:		End Location:	
Additional Road Closure Application Specific Information			
Required for application to be deemed "Complete":		<input type="checkbox"/> Traffic Control & Signing Plan <input type="checkbox"/> Detour Plan	
Additional Event Application Specific Information			
<input type="checkbox"/> New Event, never been held in Marion County <input type="checkbox"/> Repeat Event, has been permitted previously		Do you want a Pre-Plan Meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No Pre-planning meeting with Marion County recommended for new events.	
Required for application to be deemed "Complete":		<input type="checkbox"/> Proposed Traffic Control <input type="checkbox"/> Proposed Route Map: Route Map shall show planned route or course, direction of travel, beginning and ending stations, all rest stops, proposed signing/traffic control plan. <input type="checkbox"/> Proposed Route Map Turn by Turn List <input type="checkbox"/> Proposed Detour Route Map (if required)	
Type of Event: (Select all that apply)	<input type="checkbox"/> Banner <input type="checkbox"/> Bicycle <input type="checkbox"/> Block Party* <input type="checkbox"/> Filming <input type="checkbox"/> Pedestrian <input type="checkbox"/> Parade <input type="checkbox"/> Other, explain:		
	Timed Event (ex: bike race)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	*Block Party Event Applications are required to submit proof of notification to all affected neighbors in the form of signatures. See Event Permit FAQ for more information.		
Est # of Participants:		Est # of Support Vehicles:	
Will any Public Agencies Assist? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the Contact Info here:			

12. Utility Work Application Specific Information					
<i>Required if "Is for Public Utility Company (PUC) Work" is Checked in Section 6</i>					
Required for application to be deemed "Complete":			<input type="checkbox"/> Construction Site Plans		
Structure Data					
<i>If more than 5 structures will be affected by this project, attach the form below in lieu of filling out this section:</i>					
<input type="checkbox"/> Structure Data for Projects Affecting More than 5 Structures Attached					
Structure Number:					
NJUNS Number (PUC's Only):					
Width of Right-of-Way (if known):	ft	ft	ft	ft	ft
Width of Road:	ft	ft	ft	ft	ft
Edge of Road to Center of Structure:	ft	ft	ft	ft	ft
Structure Type:					

Note: This application is not an approved permit and does not authorize the start of work. The Permit will be valid only for those specified roads and right-of-ways under Marion County jurisdiction. Applicant is responsible for contacting other controlling jurisdictions.

Signature of Applicant

Date

Check if Applies	Applying For	Amount	Fees Due
<input type="checkbox"/>	Work in Right-of-Way	\$100	\$
<input type="checkbox"/>	Major Construction	1% of Engineer's Estimate	\$
<input type="checkbox"/>	Pre-Review Plan Check	0.5% of Engineer's Estimate	\$
<input type="checkbox"/>	Post-Review Plan Check	0.25% Engineer's Estimate (Due at permit issuance)	\$
<input type="checkbox"/>	Erosion/Sediment Control	\$150	\$
<input type="checkbox"/>	Driveway/Access	\$50	\$
<input type="checkbox"/>	On-site Stormwater	\$100	\$
<input type="checkbox"/>	Event/Road Closure	See Marion County Event Permit Fees Table on Cover Sheet	\$
Total			\$